

The County of Los Angeles Invites Resumes for **Assistant Public Defender** (Unclassified)

RESTRICTED TO
EMPLOYEES OF
THE PUBLIC
DEFENDER

FILING PERIOD

May 1, 2014 —
May 14, 2014

ANNUAL SALARY

\$194,634 — \$294,595

The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provision of the County's Management Appraisal and Performance Plan (MAPP).



The Position

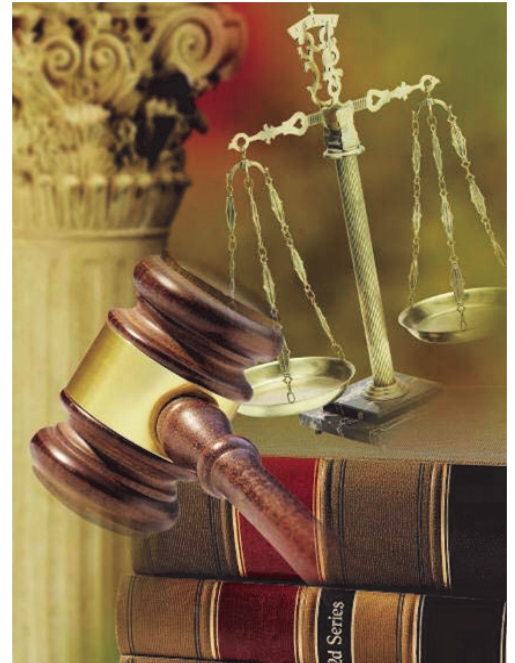
The Assistant Public Defender assists the Public Defender with the oversight and management of the department with particular responsibility for directing departmental operations.

This position is unclassified and is distinguished by its executive and administrative responsibility for assisting the Public Defender and Chief Deputy Public Defender in the overall administration of the department, including the administrative functions such as fiscal, budget, human resources; the formulation of departmental policies; and the directing of departmental operations to ensure legal representation of indigent criminal defendants in the Superior, Juvenile and Appellate Courts, including directing the determination of eligibility.

Examples of Duties

The Assistant Public Defender assists the Public Defender and Chief Deputy Public Defender in the day-to-day operations of the department by performing the following duties:

- Directs, through subordinate managers, the work of deputies who carry out the constitutional mandate of the department to provide legal representation to indigent criminal defendants in the Superior and Juvenile Courts of Los Angeles County and Appellate Courts.
- Assists in formulating departmental policy, directing its implementation, and in evaluating departmental objectives and results.
- Confers with other members of the justice system regarding matters relating to the operation or administration of the criminal justice system.



- Directs the operations of all divisions, carrying out the function of the Public Defender throughout the County.
- Assists in the management of the fiscal, human resources, budget and other administrative functions of the department.
- At the direction of the Department Head or Chief Deputy, assists in public relations with other departments, justice agencies, the media and the public.
- Manages and implements changes in the organization, staffing, work processing and management information systems to increase effectiveness and efficiency and reduce administrative costs of the department.
- Acts for the Public Defender and Chief Deputy as directed.

Assistant Public Defender

(Unclassified)

Minimum Requirements

Four years' experience as a Head Deputy Public Defender or higher, in the Department of the Los Angeles County Public Defender.

United States Citizenship is required for appointment to this position.

Desirable Qualifications

- A comprehensive knowledge of the principles of fiscal and human resources management, budget preparation, information systems management, and State and County policies, procedures, regulations and laws governing the department's operations.
- Demonstrated experience in creating, managing and executing projects for the department which support and advance the strategic vision and goals of the department.
- Demonstrated experience in overseeing the administrative and technical direction of attorneys handling Public Defender cases.
- Demonstrated ability to evaluate, analyze, assess, and apply statistical data and metrics.
- Demonstrated proficiency in both oral and written skills to communicate complex ideas, concepts, County and departmental policies and procedures.
- Demonstrated experience in effectively and collaboratively interacting with public officials, members of other agencies within the justice system, and the general public.
- Demonstrated experience in developing and implementing strategic plans.

LICENSE: Admission to practice law in all courts of California; and, a valid California class C driver license or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

Selection Process

Each candidate's qualifications will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position. Only the most highly qualified candidates will be invited to participate in the selection interview process. The names of the candidates will be submitted to the Public Defender for final selection. Prior to appointment, a background investigation will be completed on the candidate selected for this position.

Filing Instructions

Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held and special qualifications. Of particular interest will be the breadth and depth of management experience and the extent to which candidates meet the Desirable Qualifications section of this recruitment announcement. Resume packages should include ALL of the following:

- Names of schools, colleges and universities attended, dates attended and degrees earned, and field(s) of study, verification of degree(s), licenses and certificates.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and level of personnel supervised, scope of management responsibilities, functions managed, and dates of employment and current salary.
- Information required to determine if the candidate meets the Minimum Requirements, Desirable Qualifications and Licenses requirements sections of this recruitment announcement.

Please submit resume materials by
5:00 p.m. on May 14, 2014 to:

ExecutiveRecruitment@hr.lacounty.gov

Electronic submittals are preferred.
Please indicate the position title of:
Assistant PD in the subject line of
your e-mail.

Confidential inquiries are
welcomed to:

PENNY TORRES

Department of Human Resources
Executive Services Division

ptorres@hr.lacounty.gov

Phone: (213) 893-9770

This announcement may be
downloaded from the

County of Los Angeles website
at: <http://hr.lacounty.gov>

